

MEMORANDUM FOR: All NOAA Employees

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 02-4 (FY 2002 Year-end Travel Voucher Submission)

This Travel Advisory is issued as notification for the FY 2002 year-end deadline for submitting travel vouchers to your servicing finance office. NOAA finance offices will convert to a new accounting system, the Commerce Administrative Management System (CAMS) at the start of FY 2003. During the conversion to CAMS, NOAA finance offices will not be able to make payments. Therefore, it is imperative that travel vouchers must be prepared and submitted to your servicing finance office by the prescribed deadline. Failure to do so will delay travel voucher reimbursements until after the conversion to CAMS is complete.

For travel voucher reimbursement payments to be made and for the transactions to be recorded as fiscal year (FY) 2002 business, **travel vouchers must be completed in Travel Manager as soon as possible, but no later than close of business, Tuesday, September 24, 2002.** Also, copies of signed and approved vouchers and appropriate supporting documentation (receipts) should be concurrently faxed to your servicing finance office. The original signed and approved traveler vouchers with receipts should be immediately forwarded to your servicing finance office. If the voucher is not in Travel Manager and if the respective faxed documents are not received by your servicing finance office by September 24, 2002, reimbursement will be delayed until the conversion to CAMS has been successfully completed. CAMS conversion will be completed sometime after October 15, 2002.

To avoid hardships for NOAA travelers, interim (in travel status) vouchers may be submitted for trips which have begun but will not be completed by September 24, 2002. Interim travel vouchers can include expenses for the current and prior days. Expenses for future dates cannot be reimbursed. As indicated above, in order to meet the last payment date for FY 2002, these interim vouchers must be completed in Travel Manager and copies faxed to your servicing finance office no later than close of business, Tuesday, September 24, 2002. If a traveler cannot provide receipts while in a travel status, the servicing finance office will accept interim vouchers, signed by an approving official, without receipts. At the end of the trip, a final voucher, signed by the traveler and the approving official, with receipts for the expenses claimed on the interim voucher(s), must be submitted to your servicing finance office.

Further information may be obtained at <http://www.rdc.noaa.gov/~acod/index.htm> “FY 2002 Year End Instructions,” page 33, or by contacting your servicing Finance Office at:

WASC	Phone: (206) 527-7510 Fax: (206) 527-7397 or (206) 526-0153
MASC	Phone: (303) 497-5247 Fax: (303) 497-7649
CASC	Phone: (816) 426-5873 x414 or (816) 426-5965 x431 Fax: (816) 426-6738
EASC	Phone: (757) 441-3698 Fax: (757) 441-6051
AOD	Phone: (301) 427-3035 Fax: (301) 427-3242